



III-E Executive Reports

The primary function of the Executive reports is to provide managers with summary level financial information. These reports select data from the Operating File (Sub-section "Q" of this Volume) where budget, expenditure, encumbrance, obligation, revenue and planning transactions are posted at the lowest level of detail provided in the classification structure.

The Executive reports summarize the Operating File information to the first level of organization or program structure; display titles instead of codes for object of expenditures; and display financial data in whole dollars.

To give these reports a non-technical appearance, they may be requested on 11" x 8½" continuous form paper with removable tractor feed strips and without three-hole punch holes. For agencies with Memorex printers, these reports may be printed on 11" x 8½" continuous form paper using the setting for the Courier bold font.

Record balances are maintained in the financial fields that provide three types of balance information: current balances, monthly balances and prior year balances. Current balances contain year-to-date financial information from the beginning of the fiscal year to the end of the prior month or through the current date. Monthly balances are thirteen specific financial fields, one for each fiscal month, that contain the financial information posted to the file for that specific month.

The arrangement of the monthly and cumulative financial amount fields is useful for reporting purposes. The use of a current year cumulative amount field eliminates the need to sum the applicable individual monthly financial amount fields when current period reports are requested (Current or Prior Month). The individual monthly financial fields (FM01 through FM13) allow agencies to request a standard report for any previous period when needed.

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EXHIBIT III-E01

REPORT NAME:	Organization Executive Report	REPORT NO:	CSTARE01
PURPOSE:	Provides managers with summary level organizational information on the agency's budget plans and related expenditures, obligations and encumbrances.		
DESCRIPTION:	Summarizes information from the Operating File by Section and Object of Expenditure.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM, PM, PY or 01 through 13			
P: C=Current Fiscal Year; P=Prior Fiscal Years; Blank=All Fiscal Years			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
0-No Organization	Not Applicable	1-Category	Not Applicable
1-Section		2-Object	
Fund Selection: Not applicable			
GLA Selection: Applies to Encumbrances/Allocated Encumbrances/Obligations Column only. If GL 6150 is selected, the column title changes to "Obligations/Encumbrances".			
Blank = Includes Allocated Encumbrances			
6150 = Excludes Allocated Encumbrances			
Additional Report Selection Options Popup Screen: Not applicable			
Destination Options: All available output media <u>except</u> M1 (Microfiche). See Special Notes for additional information.			
FINANCIAL ELEMENTS:			
Budget Plan: GLA=6210. Displays the budget plan. Normal balance is a Debit.			
Expenditures: GLA=9000, 9812, 9822 and 9844. There are two expenditure balances displayed:			
<ul style="list-style-type: none"> • Current Month: The amount of expenditure activity that occurred during the month being reported; and • Year-to-Date: The cumulative-to-date amount of expenditures incurred through the end of the period being reported. 			
Normal balance is a Debit.			
Encumbrances/Allocated Encumbrances/Obligations: GLA=6150, 6151, 6160 and 6170. The total outstanding balance for obligations, monthly allocated encumbrances and encumbrances that have been committed, but not paid. Normal balance is a Debit.			
Available Balance: Calculated as Budget Plan less Expenditures: Year-to-Date less Encumbrances/Allocated Encumbrances/Obligations. Normal balance is a Debit.			

EXHIBIT III-E01 (Continued)

REPORT NAME: Organization Executive Report	REPORT NO: CSTARE01																
<p>SPECIAL NOTES:</p> <p>If requested with Index Level of Detail of 0 (No Organization) the agency (department, board, commission, etc.) title appears. If requested with Index Level of Detail of 1 (Section), the report displays the Section title in the heading. If Section is 00, "Title Not Found" appears.</p> <p>The Category/Object column title reflects the level requested. UCM titles are displayed; codes are not displayed.</p> <p>Budget Plans entered without Index are displayed separately from expenditures entered with Index.</p> <p>All financial amounts are in whole dollars. Variations in totals may occur due to rounding.</p> <p>A PY report does not have data in the Current Month expenditure column.</p> <p>A FM 13 report shows only FM 13 data in the Current Month expenditure column.</p> <p>The last report line on each page provides standard report selection information: name of report, organization level requested (Organization or Section), run date and run time. This is usually the first line on other CALSTARS standard reports.</p> <p>Destination Options:</p> <p style="padding-left: 40px;">The default destination (L1) prints on continuous form 11" x 8½" paper with tear-off tractor feeds and without any three-hole punch holes. Agencies may also request the report to print in-house (destination A1).</p> <p style="padding-left: 40px;">Executive-series reports are not available on Microfiche.</p> <p style="padding-left: 40px;">When destination A1 is selected, the report is routed to the BPRT ROPES group. The report remains in this print queue until the printer is manually started. This allows users with Memorex printers to change the paper and reset the printer font.</p> <p style="padding-left: 40px;">When using a Memorex printer, a cleaner-looking report can be achieved by using continuous form 11"x 8½" paper (landscape orientation) and the Courier (bold) font setting. However, it takes somewhat longer to print. When the default printer settings are used with regular 15" computer paper, (or when an IBM or other printer is used), the display does not fill the width of the page.</p>																	
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FFY	None	Yes	No														
Section	Level of Detail: I	Yes	Yes														
Category	Level of Detail: O/S	No	Yes, on Category														

EXHIBIT III-E01 (Continued)

DEPARTMENT OF AIR QUALITY (9990)						
ORGANIZATION EXECUTIVE REPORT						
FOR THE PROGRAM DEVELOPMENT & ADMIN DIVISION						
FOR MONTH ENDING SEPTEMBER 2000 FOR FISCAL YEAR 2000						
OBJECT OF EXPENDITURE	EXPENDITURES			ENCUMBRANCES		AVAILABLE BALANCE
	BUDGET PLANS	CURRENT MONTH	YEAR TO DATE	ALLOC	ENC/OBLIG	
SALARIES AND WAGES	\$ 2,993,586	\$ 209,467	\$ 1,654,546			\$ 1,339,040
STAFF BENEFITS	734,135	57,889	499,359			234,776
SALARY SAVINGS	150,128-					150,128-
TOTAL PERSONAL SERVICES	\$ 3,577,593	\$ 267,356	\$ 2,153,905			\$ 1,423,688
GENERAL EXPENSE	\$ 48,309	\$ 1,244	\$ 37,646	\$ 13,352		\$ 2,688-
PRINTING	36,982	759	8,468	15,981		12,533
COMMUNICATIONS	2,000		948			1,052
POSTAGE	11,000		10,607			393
TRAVEL: IN-STATE	103,043	7,259	61,545			41,498
TRAVEL: OUT-OF-STATE	2,225					2,225
TRAINING	93,228	2,927	26,001	25,706		41,520
FACILITIES OPERATION	1,591					1,591
CONS/PROF SERV-INTERDEPT	274,509	863	63,939	150,460		60,110
CONS/PROF SERV-EXTERNAL	156,684		24,381	36,241		96,062
DEPARTMENTAL SERVICES			89			89-
CONSOLIDTD DATA CENTRS	254,985	6,559	58,943	196,507		465-
DATA PROCESSING	171,318	33,826	70,231	65,991		35,096
EQUIPMENT	78,306	867	867	15,840		61,599
OTHER ITEMS OF EXP			382			382-
TOTAL OPERATING EXP & EQPT	\$ 1,234,180	\$ 54,304	\$ 364,047	\$ 520,078		\$ 350,055
TOTAL PROGRAM DEVELOPMENT & ADMIN	\$ 4,811,773	\$ 321,660	\$ 2,517,952	\$ 520,078		\$ 1,773,743

EXHIBIT III-E01 (Continued)

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EXHIBIT III-E02

REPORT NAME:	Program Executive Report	REPORT NO:	CSTARE02
PURPOSE:	Provides managers with summary level programmatic information on the agency's budget plans and related expenditures, obligations and encumbrances.		
DESCRIPTION:	Summarizes information from the Operating File by Program and Object of Expenditure.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM, PM, PY or 01 through 13			
P: C=Current Fiscal Year; P=Prior Fiscal Years; Blank=All Fiscal Years			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
Not Applicable	0-No Program 1-Program	1-Category 2-Object	Not Applicable
Fund Selection: Not applicable			
GLA Selection: Applies to Encumbrances/Allocated Encumbrances/Obligations Column only. If GL 6150 is selected, the column title changes to "Obligations/Encumbrances".			
Blank = Includes Allocated Encumbrances			
6150 = Excludes Allocated Encumbrances			
Additional Report Selection Options Popup Screen: Not applicable			
Destination Options: All available output media <u>except</u> M1 (Microfiche). See Special Notes for additional information.			
FINANCIAL ELEMENTS:			
Budget Plan: GLA=6210. Displays the budget plan. Normal balance is a Debit.			
Expenditures: GLA=9000, 9812, 9822 and 9844. There are two expenditure balances displayed:			
<ul style="list-style-type: none"> • Current Month: The amount of expenditure activity that occurred during the month being reported; and • Year-to-Date: The cumulative-to-date amount of expenditures incurred through the end of the period being reported. 			
Normal balance is a Debit.			
Encumbrances/Allocated Encumbrances/Obligations: GLA=6150, 6151, 6160 and 6170. The total outstanding balance for obligations, monthly allocated encumbrances and encumbrances that have been committed, but not paid. Normal balance is a Debit.			
Available Balance: Calculated as Budget Plans less Expenditures: Year-to-Date less Encumbrances/Allocated Encumbrances/Obligations. Normal balance is a Debit.			

EXHIBIT III-E02 (Continued)

REPORT NAME: Program Executive Report	REPORT NO: CSTARE02																
<p>SPECIAL NOTES:</p> <p>If requested with Program Level of Detail of 0 (No Program) the agency (department, board, commission, etc.) title appears. If requested with Program Level of Detail of 1 (Program), the report displays the Program title in the heading. If Program is 00, "Title Not Found" appears.</p> <p>The Category/Object column title reflects the level requested. UCM titles are displayed; codes are not displayed.</p> <p>Budget Plans entered without a PCA are displayed separately from expenditures entered with a PCA.</p> <p>All financial amounts are in whole dollars. Variations in totals may occur due to rounding.</p> <p>A PY report does not have data in the Current Month expenditure column.</p> <p>A FM 13 report shows only FM 13 data in the Current Month expenditure column.</p> <p>The last report line on each page provides standard report selection information: name of report, program level requested (No Program or Program), run date and run time. This is usually the first line on other CALSTARS standard reports.</p> <p>Destination Options:</p> <p style="padding-left: 40px;">The default destination (L1) prints on continuous form 11" x 8½" paper with tear-off tractor feed and without any three-hole punch holes. Agencies may request the report to print in-house (destination A1).</p> <p style="padding-left: 40px;">Executive-series reports are not available on Microfiche.</p> <p style="padding-left: 40px;">When destination A1 is selected, the report is routed to the BPRT ROPES group. The report remains in this print queue until the printer is manually started. This allows users with Memorex printers to change the paper and reset the printer font.</p> <p style="padding-left: 40px;">When using a Memorex printer, a cleaner-looking report can be achieved by using continuous form 11"x 8½" paper (landscape orientation) and the Courier (bold) font setting. However, it takes somewhat longer to print. When the default printer settings are used with regular 15" computer paper, (or when an IBM or other printer is used), the display does not fill the width of the page.</p>																	
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FFY	None	Yes	No														
Program	Level of Detail: P	Yes	Yes														
Category	Level of Detail: O/S	No	Yes, on Category														

EXHIBIT III-E02 (Continued)

DEPARTMENT OF AIR QUALITY (9990)						
PROGRAM EXECUTIVE REPORT						
FOR THE SUPPORTIVE SERVICES & CENTERS						
FOR MONTH ENDING SEPTEMBER 2000 FOR FISCAL YEAR 2000						
OBJECT OF EXPENDITURE	E X P E N D I T U R E S			ENCUMBRANCES	AVAILABLE	
	BUDGET PLANS	CURRENT MONTH	YEAR TO DATE	ALLOC ENC/OBLIG	BALANCE	
SALARIES AND WAGES	\$ 426,422	\$ 32,890	\$ 254,702		\$ 171,720	
STAFF BENEFITS	111,604	8,442	67,265		44,339	
SALARY SAVINGS	21,659-				21,659-	
TOTAL PERSONAL SERVICES	\$ 516,367	\$ 41,332	\$ 321,967		\$ 194,400	
GENERAL EXPENSE	\$ 9,556	\$ 67	\$ 3,570	\$ 2,090	\$ 3,896	
PRINTING	13,757	1,801	6,964	1,569	5,224	
COMMUNICATIONS	12,272	1,227	10,073		2,199	
POSTAGE	1,186	41	397	43	747	
TRAVEL: IN-STATE	34,000	4,095	24,959		9,041	
TRAVEL: OUT-OF-STATE	1,225	729	729		496	
TRAINING	1,764	1,005	1,300		464	
FACILITIES OPERATION	46,597	3,562	30,088	14,023	2,486	
CONS/PROF SERV-INTERDEPT		709	748		748-	
CONS/PROF SERV-EXTERNAL	43,000	2,973	11,273	5,745	25,982	
DEPARTMENTAL SERVICES	1,862,813	137,122	971,549	97,547	793,717	
DATA PROCESSING	753	10	993	12	252-	
CENTRAL ADMIN SERVICES	17,226	1,532	11,931		5,295	
EQUIPMENT		2,916	2,916		2,916-	
TOTAL OPERATING EXP & EQPT	\$ 2,044,149	\$ 157,789	\$ 1,077,490	\$ 121,029	\$ 845,631	
BD OF CONTROL CLAIMS			\$ 89		\$ 89-	
TOTAL SPECIAL ITEMS OF EXP	\$		\$ 89		\$ 89-	
GRANTS & SUBVENTIONS	\$ 33,558,535	\$ 2,094,983	\$ 21,592,550	\$ 11,502,557	\$ 463,429	
TOTAL LOCAL COSTS	\$ 33,558,535	\$ 2,094,983	\$ 21,592,550	\$ 11,502,557	\$ 463,429	
TOTAL SUPPORTIVE SERVICES & CENTER	\$ 36,119,051	\$ 2,294,104	\$ 22,992,096	\$ 11,623,586	\$ 1,503,371	

EXHIBIT III-E02 (Continued)

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